

Reversing YE Quick Reference Guide – Not All Inclusive

| Example of Transactions | Prepare YE/DE | Prepare YE/UN | Prepare YE/FS | No YE Needed | Comments for the Transactions |
|------------------------------------|---------------|---------------|---------------|--------------|--|
| Awards | X | | | | BOC 1152 and 1153 |
| Agreements (APHIS Requesting) | | X | | | Signed not in FFIS |
| Agreements (APHIS Performing) | | | X | | Bill Request not in MN |
| EEO Settlements | X | | | | |
| Employee Reimbursements (SF1164's) | X | | | | |
| Fee Basis | X | | | | |
| Fed Ex / UPS Freight | X | | | | |
| Foreign Allowance | X | | | | |
| FTS2001 (MCI Vendor) | | | | X | Obligated in FFIS (06MOPHONES) |
| GVTs Payments | X | | | | |
| IAS Contracts & PO | | | | X | NOT IN SPETEMBER |
| Indemnity | X | | | | |
| Lease Payments | X | | | | |
| FTSP Charges | | | | X | Full year obligated in FFIS through TUMS |
| Motor pool (GSA Leased) | | | | X | Full year obligated in FFIS by MFSB |
| Payroll | X | | | | New employee – not yet paid |
| PCMS (goods/services received) | X | | | | |
| PCMS (goods/services not received) | | X | | | IAS if PCMS feeder is closed & ASD has told you it is PCMS order |
| Relocation Travel | | X | | | |
| Travel | X | | | | To be vouchered - travel complete |
| User Fees | | | X | | Bill Request not at MN |
| | | | | | |
| | | | | | |
| | | | | | |

****If in doubt prepare a YE-UN for Expenditures****
****Contact MRPBS FMD – BEST if you need assistance****